

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 11th June 1987.

Present: Mr. J. Casson
Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Mr. B.A. Davies (Secretary)

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504
Minutes

The minutes of the meeting held on 27th November 1986, which had been circulated, were accepted as a true record of that meeting.

505
Matters
Arising

(1) Harberton Mead Road.

The Secretary reported that the sale of the triangle of land in Harberton Mead Road was progressing satisfactorily and it was hoped that the transaction would be completed before the next meeting of the Trustees.

(2) New Library.

A report from the architect, concerning the reasons for the late completion of the library and the advisability or otherwise of the Trustees invoking the penalty clause in the contract, had been circulated prior to the meeting. The main point of the report was that the contractor may well have grounds for pressing a counter claim for a sum likely to be in excess of anything that the Trust could obtain. After some discussion it was agreed that no action would be taken at present.

(3) Fire Safety.

The Secretary apologised to the Trustees for not yet having obtained an estimate of the cost of any work that may be required to bring the School buildings into compliance with the Health & Safety at Work Act. He reported that the scale drawings were now available but that he believed that he may need to seek the advice of an architect or builder. Mr Talbot said that the next step should be to send the drawings to the University Fire Officer, seek his recommendations and, if possible, to get him to assist in reaching agreement with the Oxford City Fire Officer on what was required and a programme of implementation of the requirements. This was agreed by the Trustees and the Secretary was instructed to act accordingly.

(4) Use Of School Premises During Vacations.

The Secretary thanked Lady Williams for putting him in touch with the Bursar of Balliol College - this had resulted in a number of contacts which could prove useful in the future. As the School and hostel premises would be in use for the Dorset House Summer School during the last week in July and time then had to be allowed for cleaning and redecoration it had been decided that the premises would not be offered for use by outside agencies this Summer.

(5) Wooden Shed.

The Secretary reported that the wooden shed, originally sited opposite the library office had now been moved to the rear garden of 60 London Road.

506

Ada
Harrison
Bequest.

The Secretary tabled a paper itemising the equipment that had been purchased from the Ada Harrison fund. The amount remaining in the fund was now just over £460. Miss Edwards suggested that this money should be used to cover the cost of publishing the updated history of Dorset House that was being produced by Miss Betty Collins and towards a small honorarium for Miss Collins. This was approved by the Trustees.

507

Honorarium
for Dr. P.
Leggate.

It had been agreed at the Casson Trust meeting on 23rd February 1984 that an honorarium should be paid to Dr. Peter Leggate for his services in connection with the design of the new library, the amount to be decided later. As the Trust meeting planned for March 1987 had had to be cancelled, Miss Edwards had spoken to the Trustees individually and it had been agreed that the honorarium should be £500. A cheque for this amount had been sent to Dr. Leggate and copies of a letter of thanks from Dr. Leggate to the Trustees were tabled by the Secretary.

508

Financial
Matters.

The Secretary reported that the matter of the rent paid to the Casson Trust viz a viz the grant normally made to the Trust each year had been discussed by the School Governors at their last meeting and that he had been instructed to obtain a valuation of the School and hostel premises so that the Governors would know what to expect as a fair rent. Enquiries of a local estate agent had revealed that such a valuation would cost between two and five thousand pounds and the Secretary had delayed proceeding with the valuation until the matter had been reconsidered by the Governors.

The Secretary then tabled copies of a financial statement showing the revised position for the current school year and the initial estimate for next year. The position had altered considerably since the last meeting in view of the recently announced salary increase of 10% for those teaching staff on Whitley scales and a likely similar increase for those on Burnham scales plus the news from the DHSS that next year's tuition fees would represent an increase of only 4% on the present fee. These factors meant that there would be significant deficits in the School and hostel income and expenditure accounts. Even after receipt of interest on investments the overall surplus for this year would be only a few thousand pounds hence the Trustees could not expect to receive other than a small grant from the School Governors. As interest rates are likely to fall the estimate for next year showed that investment income would probably just cover the operating deficit leaving nothing for capital expenditure or for a grant to the Trust.

As the Trust accounts showed a balance of less than £20,000, the Trustees agreed that it was necessary for the Trust to receive sufficient income from the School to enable a reserve to be built up to cater for any major repairs to the premises which could arise. Lady Williams believed that it would be more businesslike for this income to come from a formally agreed rent than from grants, even if the School accounts would thereby show a greater deficit. It was then agreed that the rent to be charged for the school year starting in September 1987 would be increased by £1650 representing a 20% increase for the School buildings and 10% for the hostel.

509

New Trustee

Lady Williams reminded the Trustees that the invitation to Mr. Hulse to become a School Governor had been made with a view to him subsequently becoming a Casson Trustee. She believed that, in view of the present financial situation and Mr. Hulse's experience and expertise in this field, now would be a good time to ask him to become a Trustee. This was endorsed by the other Trustees and it was agreed that Lady Williams should write to Mr. Hulse on their behalf.

The meeting closed at 1220.

G. Williams

19th November 1987.

date. _____

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 19th November 1987.

Present: Mr. J. Casson
Mr. B.E. Hulse
Mr. J.B. Talbot
Lady Williams

In attendance: Mrs. J.D. Mitchell (Principal)
Mr. B.A. Davies (Secretary)
Mr. B. Sennet (Auditor, item 512 only)

On behalf of the existing Trustees, Lady Williams offered a warm welcome to Mr. Brian Hulse who was attending his first meeting as a Casson Trustee.

510

Minutes

The minutes of the meeting held on 11th June 1987, which had been circulated, were accepted as a true record of that meeting.

511

Matters

Arising

(1) Harborton Mead Road.

The Secretary reported that the sale of the triangle of land in Harborton Mead Road, for £750 plus legal costs, was progressing slowly but satisfactorily. The Trust solicitors had already received an additional payment of £75 in respect of a wayleave permitting the Gas Board to lay a gas main across the land.

(2) Fire Safety.

The Secretary reported that he had received reports on the fire safety requirements from Mr. Patrick, the University Fire Safety Officer, and from the architects, Perry Associates. Both reports indicated that there are at present no statutory requirements to be observed by educational establishments. There are however recommended standards set out in a Department of Education & Science bulletin and these standards are used by the Oxford County Fire Service when conducting inspections of educational premises. Both reports concluded that it would be advisable for the Casson Trust to aim to achieve these standards when considering work to be carried out at Dorset House.

Both reports also indicated that it was not possible at this stage to provide one definitive plan that could be guaranteed to meet the Oxford County Fire Service's interpretation of the required standards. It would be necessary to conduct a feasibility study, in conjunction with the Council Fire Safety Officer, to negotiate the most cost effective solution.

Mr. Patrick had however put forward some suggestions that he believed could form the basis of negotiations with the Fire Service. These included:

- a. Fire doors at the top and bottom of all staircases.
- b. Blocking off the kitchen staircase between ground floor and first floor levels.
- c. Provision of a new fire escape staircase from the vicinity of the Art Room.
- d. Emergency lighting in all corridors.
- e. A smoke detection system covering key areas.

Mr. Perry had offered to conduct a feasibility study and budget estimate at a cost of £500 plus VAT which would be deductible from the final scale fee should the Trustees subsequently commission Perry Associates to proceed with the detail design, specification and arrangement of the works. The Trustees agreed that this appeared to be a reasonable cost and instructed the Secretary to ask Mr. Perry to carry out the study.

(3) Ada Harrison Bequest.

The Principal reported that the new kitchen fittings and equipment purchased with money from the Ada Harrison bequest had now been installed in the cottage. Many other items of equipment in the cottage had been obtained, at little or no cost, from a number of manufacturers and suppliers. The success of the project owed much to the initiative and drive of Miss Atkinson and Miss Taylor in acquiring the equipment and to the hard work of Mr. Leggett who had installed the kitchen fittings. The Trustees agreed that they would like to visit the cottage after the meeting and formally recorded their thanks to Miss Atkinson, Miss Taylor and Mr. Leggett for their efforts.

(4) Summer School.

The Principal reported that the Summer School held during the last week of July had been a success. Four post registration courses had been run:

- a. "Adaptations in the Community", Lecturer Miss Atkinson (three days).
- b. "The Cognitive Behavioural Approach to Psychiatric Treatment", Lecturer Professor Frank Stein of the University of Wisconsin (two days).
- c. Two separate "Introduction to Computers", Lecturer Mr. Carter (two days each).

There had been favourable feedback from all courses and it was intended to hold another Summer School in 1988.

The Secretary reported that, because this first Summer School had been somewhat in the nature of a feasibility exercise, fees had been set at a level aimed at breaking even rather than making a profit. However all courses had been oversubscribed and there had in fact been a surplus of just over £1000. It was agreed that fees could be increased for similar courses run in the future although careful judgement would need to be exercised so that Dorset House did not price itself out of the Summer School market.

512
Accounts

Mr. Sennet, the auditor, tabled accounts for the year to 31st August 1987 that were a slightly revised version of those promulgated prior to the meeting. The main revision concerned the introduction of equipment purchased from the Ada Harrison bequest as fixed assets. The accounts showed a surplus of income over expenditure of almost £10,000 which with the £20,000 grant from Dorset House School gave a retained surplus for the year of almost £30,000.

The final accounts for the work on the library and the caretaker's cottage are at present being scrutinised by the architects and show that the Trust still owed approximately £10,500 on these works. Allowing for other creditors there were net current assets of £21,000.

Mr. Sennet pointed out that the rent paid by the School to the Trust was well below current market rates; as a yardstick he quoted rentals of £7 per square foot for property in the City. The Trustees acknowledged this item which had been discussed at the last meeting but decided that they would abide by the increases agreed at that meeting. These increases for the current academic year would raise the School rent by 20% to £7,800 and that for the hostel by 10% to £3,850, a total increase of £1650.

Mr. Sennet also raised the issue of the £50 per annum which had been set aside to fund a memorial lecture, but which had not actually been paid for the last four years. The Principal explained that the Trust had in the past contributed towards the cost of Elizabeth Casson Memorial Lectures organised by the College of Occupational Therapists but, as no information regarding costs had been received from the College for several years, money had not been forwarded. The Trustees agreed that as the practice had lapsed no further contributions should be made and that the money already set aside should be re-introduced into the Trust funds.

The Secretary then explained the improvement in the Dorset House School financial position which had resulted in an overall surplus on the Income & Expenditure account instead of the expected deficit. The main reasons for the changed situation were a grant of £9000 from the D.H.S.S. and the anticipated phasing of the Burnham salary increases. The initial budget estimate for the year to 31st August 1988 showed an expected deficit of just over £5000 however the D.H.S.S. had indicated that, like last year, they would probably be able to make an additional grant to cover all or part of that deficit.

Mr. Sennet pointed out that should the turnover from Summer School activities exceed £23,000 then the School would need to register for VAT.

After Mr. Sennet explained that the Accountancy partnership of William Bayliss had merged with Kidsons and would henceforth be using that name, the Trustees agreed to the appointment of Kidsons as the auditors for the Casson Trust for the year to 31st August 1988.

513

Next Meeting The date of the next meeting was confirmed as 17th March 1988.

514

Mr. Dennison The Trustees noted with regret the death, on 23rd October 1987, of Mr. Dennison who had served the Casson Trust for more than 30 years as Accountant and Secretary. Lady Williams had represented the Trustees at Mr. Dennison's funeral and a wreath had been sent.

There being no further business the meeting closed at 1230.

William Bayliss

17th March '88

Date.

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 17th March 1988.

Present: Mr. J. Casson
Mr. B.E. Hulse
Lady Williams

In attendance: Mrs. J.D. Mitchell (Principal)
Mr. B.A. Davies (Secretary)

An apology for absence had been received from Mr. Talbot.

515

Minutes

The minutes of the meeting held on 19th November 1987, which had been circulated, were accepted as a true record of that meeting.

516

Matters
Arising

(1) Harborton Mead Road.

The Secretary reported that the sale of the triangle of land in Harborton Mead Road had still not been completed. The Trust's solicitor had noticed a slight difference in the plans submitted by the purchaser's solicitor and this was now being clarified.

517

Financial
Statement

The Secretary tabled a financial statement which showed that by the end of August 1988 the Trust should have net current assets of approximately £58,000. This assumed a grant of £25,000 from Dorset House School which would of course have to be approved by the School Governors. The statement also showed that at the end of August the School, after payment of rent and a grant of £25,000 to the Casson Trust and allowing a safe margin of working capital, should have a current asset "surplus" of approximately £35,000. Together the Trust and the School should therefore have approximately £93,000 available to fund any necessary building work. It was appreciated that the approval of the School Governors would be needed before any of the School's money could be committed.

518

Fire
Protection
Work

The Secretary tabled a paper summarising the main works items proposed by Perry Associates (Architects) in their report of a feasibility study carried out at the request of the Trustees. In the School building the major items concerned alterations to make each of the three primary staircases into acceptable escape routes. The main hostel building required additional fire doors for each corridor and improvements to existing fire doors to bedrooms and common rooms. 1 Latimer Road, 60 London Road and 44 London Road all required smoke sealed fire doors to rooms off the hall and landing and the provision of detection and alarm systems.

The revised budget estimate for the total works was £62,000 plus VAT. Given early instructions to proceed with detailed planning, the Architects believed that it would be possible for the work to be carried out in the Summer vacation.

The Trustees agreed that it was essential for the work to be carried out as a matter of urgency and authorised the Secretary to instruct the Architects to proceed with detailed planning and to obtain tenders.

519
Property
Improvements

The Secretary tabled a list of suggested improvements to the school and hostel properties. In addition to the essential fire protection works, the list included refelting of the roofs and renewal of the fascia boards of the teaching block, hostel and workshops, resurfacing of the School forecourt / car park, central heating for 1 Latimer Road and 60 London Road and provision of a covered way and new footpath to the library. The refelting of the teaching block roof was considered to be the most urgent and the budgeted cost for this item was approximately £12,000. It would be advantageous if this work could be carried out at the same time as the fire protection works.

The Secretary reported that the DHSS officer responsible for funding occupational therapy training had indicated that there was a good chance that the Department would be able to help towards the cost of the fire protection works and refelting of the teaching block. There was as yet no indication of the proportion of costs that the Department might bear and it would be several weeks before confirmation of any grants would be received. The Trustees agreed that help from the D.H.S.S. would be welcome provided there were "no strings attached" but decided that it would be unwise to take this into account until a grant had actually been received.

In view of the envisaged expenditure on the fire protection works it was agreed that the only additional item that could be approved at present was the refelting of the teaching block roof and the Secretary was authorised to instruct the Architect to include this work in the same package as the fire protection works.

520
History of
Dorset House

After agreeing a number of typographical amendments suggested by Lady Williams, the Trustees approved the draft of a "History of Dorset House School" written by Miss Betty Collins, a former Principal of the School. The Trustees agreed that Miss Collins was to be congratulated on having produced such an interesting and informative history which was considered to be well worthy of publication. Following a suggestion from Lady Williams, Mr. Casson agreed to write a short foreword to the history.

Miss Maclure, a member of the teaching staff, reported on the results of her investigations into methods and costs of printing the history. Miss Maclure and Miss Collins were of the opinion that a suitable cover for the booklet would be one carrying a view of the School by Sir Hugh Casson which he had originally sketched for the Prospectus. A number of estimates had been obtained for printing a booklet with such a cover and containing approximately 40 pages plus 10 pages of photographs. The most acceptable of these, from Oxonian Rewley Press, was £615 for 500 copies, £775 for 1000 copies, with a black & white laminated cover. The Trustees agreed that 1000 copies should be ordered. The bulk of the cost would be met from the residue of the Ada Harrison legacy (£462) and it was hoped that most of the remainder would come from sales to past and present staff and students.

The Trustees thanked Miss Maclure for her work in connection with the printing of the history.

The Secretary was instructed to write, on behalf of the Trustees, to Sir Hugh Casson to seek approval to use his sketch on the cover of the history.

The Trustees agreed that, in recognition of her efforts in undertaking the task of updating the history of the School, an award of £100 worth of gift vouchers should be made to Miss Collins.

There being no further business the meeting closed at 1240.

Gillian Williams

9th June 1988

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Date.

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 9th June 1988.

Present: Mr. J. Talbot
Lady Williams

In attendance: Mrs. J.D. Mitchell (Principal)
Mr. B.A. Davies (Secretary)

Apologies for absence had been received from Mr. Casson and Mr. Hulse.

521
Minutes The minutes of the meeting held on 17th March 1988, which had
been circulated, were accepted as a true record of that meeting.

522
Matters (1) Harberton Mead Road.
Arising The Secretary reported that the sale of the triangle of land in
Harberton Mead Road had now been completed and a cheque for £750
had been received. With the £75 already received from the Gas
Board this made a total of £825.

523
Financial The Secretary tabled a financial statement which showed that
Statement by the end of August 1988 the Trust should have net current
assets of approximately £37,000, not including any grant that
may be made by the Governors of Dorset House School. The final
payments associated with the new library had been made and had
proved to be approximately £2,500 less than had been expected.

The estimated costs of the fire safety and refelting work had
risen to just over £90,000 however the D.H.S.S. had indicated
that they would make a grant to the School of not less than
£82,000 towards these costs. The receipt of this money would
mean that, after payment for the work, the Trust should have
capital of approximately £29,000 plus any grant from Dorset
House School.

The Trustees agreed that a decision on proceeding with other
improvement work to school and hostel property should wait until
the next meeting when the final cost of the fire safety work and
the actual amount of the D.H.S.S. grant would be known. The
Trustees also agreed that it was not necessary to have the Trust
properties revalued.

524
Fire Safety The Secretary tabled a letter from Perry Associates (Architects)
Improvements which reported that 2 (of the invited 3) building contractors
had submitted tenders for the fire safety and teaching block
refelting work. The lower of the two tenders, from Messrs.
Clifford & Blake, was for £69,786 plus VAT. With the
Architect's Scale fee the total cost, at current VAT rates,
would be £90,487. The other tender, from Cassington Builders
Ltd., would result in a total cost approximately £1,500 higher.

Both contractors had qualified their tenders by stating that they were unable to complete the full works programme during the vacation period. Both had however stated that they would complete all of the work in the hostel and teaching areas before the students returned in mid September. The areas that would take longer to complete were the new reception room, the main staircase and the kitchen staircase.

The Trustees instructed the Secretary to authorise Perry Associates to accept the tender of Clifford & Blake. They also instructed the Secretary to ask the Architects to reconsider their fee.

525

History of
Dorset House

The Secretary reported that the camera ready text of Miss Collins' history of the School was with the printers and the book should be ready in approximately 6 weeks time.

After transfer to the size required for publication the number of pages had increased to 80; this in turn would increase the cost of printing 1000 copies from £775 to £890. Recognising that this was still less than £1 per copy, the Trustees agreed to the increased expenditure. It was envisaged that some of the cost would be recovered by selling copies of the history, perhaps at £1.50 per copy.

The Trustees agreed that the ex gratia payment to Miss Collins in recognition of her services to Dorset House School should be increased to £300. The Secretary was instructed to consult the Trust's accountants regarding liability to taxation of the ex gratia payment and to ensure that Miss Collins received £300 net of any tax that may be due.

526

Mr. Talbot

Lady Williams, on behalf of the Trustees, noted with regret that Mr. Talbot was retiring at the end of the School year. Lady Williams went on to express the deep gratitude of the Trustees for the great help that Mr. Talbot had given during his 10 years as a Trustee and added that she, personally, was very sorry that he was leaving.

There being no further business the meeting closed at 1212 p.m.

William Williams

17th November '88.

Date.

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 17th November 1988.

Present: Lady Williams
Mr. B.E. Hulse

In attendance: Mrs. J.D. Mitchell (Principal)
Mr. B.A. Davies (Secretary)

An apology for absence had been received from Mr. Casson.

527

Minutes The minutes of the meeting held on 9th June 1988, which had been circulated, were accepted as a true record of that meeting.

528

Matters There were no matters arising from the minutes of the last
Arising meeting.

529

Story of The Secretary reported that the final cost of publication of
Dorset House Miss Collins' "Story of Dorset House School" had been £1060 for 1000 copies. This had been financed with the remaining £462 from the Ada Harrison Fund and £598 from income. An ex-gratia payment of £300 had been made to Miss Collins in appreciation for the many and varied contributions that she had continued to make towards the successful progress of Dorset House School since she had retired as Principal. The Secretary tabled a letter of thanks from Miss Collins and added that he had been advised by the Accountants that the ex-gratia payment should be tax free.

530

Fire Safety The Secretary reported that the work was almost complete with
Improvements only minor items and a little redecoration outstanding. The final cost was now likely to be in the region of £106,000, almost £16,000 more than originally estimated. Most of the additional cost resulted from having to provide new insulation for the teaching block roof. The D.H.S.S. had very generously made a grant of £90,000 towards the cost of the work.

531

Hostel Roof The Secretary reported that it had been necessary, as an emergency measure, to have the hostel roof refelted. Two rooms had suffered serious ingress of water with part of the ceiling collapsing in one of them. Inspection of the roof revealed severe cracking over most of the surface and it would be a matter of only months before all of the felt needed replacing. As the contractor was already on site for the work on the teaching block roof the most cost effective solution was to refelt the whole roof immediately rather than try to effect a repair to the area above the rooms with leaks. Lady Williams, the only available Trustee at the time, had authorised the work which had been completed in time to allow all of the hostel rooms to be used at the start of term. The cost had been just under £12,000.

532

Final
Accounts
1987/88

The final accounts for the year to the end of August 1988 had been discussed in detail with the auditor at the meeting of the Accounts Review Committee on 9th November and were accepted by the Trustees. They showed that after making allowance for the grant from the D.H.S.S. and the increased cost of the fire safety improvement work, the Trust had approximately £30,000 available.

Mr. Hulse explained that it had been agreed with the auditor to present the balance sheet in a slightly different form at the end of the current year. The present method of listing the various bequests and funds in the "Financed by" section of the balance sheet gave the impression that these monies were still available whereas in fact, with the exception of the Natalie Barr bequest, all had been spent on buildings or equipment. At the end of this year all would be transferred to the Income & Expenditure account. To meet the provisions of the Natalie Barr bequest the Trustees agreed that a sum of approximately £50 per annum would be spent on purchasing a suitable text for the library. Books provided in this manner would continue to carry a label identifying the donor.

533

Rent

Noting that the existing rents were but a fraction of what would be charged commercially, The Trustees agreed that the School and Hostel rents for this academic year should be increased by 20%. The School rent would be £9360 and that for the Hostel £4620.

534

Other
Improvements

The Trustees identified the following potential improvement / replacement items:-

	Approx. cost £.
Forecourt resurfacing	30,000
60 London Rd. central heating	3,000
1 Latimer Rd. central heating	4,000
Workshop roof refelting	12,000
1 Latimer Rd. windows	
Covered way to Library	
New paths to Library	

The Secretary was instructed to investigate and report back on methods and costs of resurfacing the School forecourt with a view to the necessary work being carried out during the Summer 1989 vacation. The Trustees authorised the Secretary to proceed with plans for the installation of gas fired central heating in 60 London Rd. It was agreed that the other items would have to await the availability of funds.

Lady Williams commented that the appearance of the interior of the School had been improved considerably by the recent work and that it was now time to concentrate on the exterior to give the whole estate a crisper, smarter look.

There being no further business the meeting closed at 1242 p.m.

William Williams
.....
21st March 1989

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 2nd March 1989.

Present: Lady Williams
Mr. J. Casson
Mr. B.E. Hulse

In attendance: Mrs. J.D. Mitchell (Principal)
Mr. B.A. Davies (Secretary)

535
Minutes

The minutes of the meeting held on 17th November 1988, which had been circulated, were accepted as a true record of that meeting.

536
Matters
Arising

529. Story of Dorset House.

The Secretary reported that sales were disappointing with only 100 copies sold to-date. Future sales would be targetted at visitors to the School such as reunion parties, clinical supervisors and guests on Founder's / Diploma Day. The Trustees agreed with Lady Williams that, on these occasions, some of the books should be set out in an attractive display in a prominent position.

537
Financial
Statement

The Trustees accepted the Secretary's financial statement which showed that there was approximately £42,000 available capital. This amount did not include any additional grant that the Department of Health & Social Security might make towards the fire safety improvement work or any grant from Dorset House School. Lady Williams pointed out that, in addition to the forecourt resurfacing work, provision would have to be made for any other work necessary to smarten up the exterior of the school buildings and the grounds.

538
Property
Improvements

Forecourt Resurfacing. The Trustees discussed two sketch plans showing alternative proposals for resurfacing the School forecourt and agreed that the plan referred to as "Sketch Proposals 1" should form the basis of the required improvements. This plan showed 25 marked car parking bays however the Trustees agreed with Lady Williams that only those bays along the London Road side of the forecourt should be marked. Car owners should be discouraged from parking immediately in front of the School buildings unless all of the marked bays were occupied.

The Architect's initial estimate of cost was £32,000. The Secretary was authorised to instruct the Architect to proceed with obtaining planning permission and tenders, with the aim of having the work carried out during the Summer vacation.

Central Heating 60 London Road. The Secretary reported that the School caretaker, with a little outside help, would be able to instal a gas fired central heating system. The cost would probably not exceed £2,500 and should be completed before the start of the next academic year.

539
Students
International
Project Fund

The Secretary reported that, acting through the Students Union, a group of students had set up a fund to raise money for fellow students to carry out research or related projects, overseas, during the Summer vacations. The students had already started fund raising activities and were intending to approach a number of business companies requesting donations. A target annual budget of £2,000 had been established.

Students would be invited to submit proposed projects for full or partial financing from the fund. A selection committee made up of one Casson Trustee, two senior staff members and two students would scrutinise submissions and make awards, within the funds available, according to the relative merits of the proposals.

The Secretary stated that he would be prepared to act as Treasurer of the fund however it would be a student fund and no liability would accrue to the School or Casson Trust.

The Trustees expressed their warm support for the idea and agreed that a donation of £500 should be made to the fund from the Casson Trust.

Lady Williams suggested that the fund operators ask Mr. Robert Maxwell of Pergamon Press to contribute to the fund. Mrs Mitchell pointed out that money may also be available by way of a grant from the European Economic Community.

540
Student
Accommodation

Commenting on her visit to the School as Governor of the Term, Lady Williams said that the students had no complaints about the School however she had been very concerned to hear of the problems that many of them were having with outside accommodation. Rents were getting higher and many students were having to arrange overdrafts to enable them to meet their bills. The problem was exacerbated by lengthy delays in settlement of student housing benefit (rent rebate) claims.

The Secretary was instructed to investigate the housing benefit problems and, if necessary, seek the assistance of the local councillor.

The Trustees agreed that the longer term problem of finding / providing reasonable accommodation for Dorset House students should be discussed more fully at the next meeting.

There being no further business the meeting closed at 10.50 a.m.

Gillian Williams
.....
28th June 1989
.....

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 29th June 1989.

Present: Lady Williams
Mr. J. Casson
Mr. B.E. Hulse

In attendance: Mrs. J.D. Mitchell (Principal)
Mr. B.A. Davies (Secretary)

Lady Williams, on behalf of the Trustees, paid tribute to the Principal who was attending her last meeting. Lady Williams thanked Mrs Mitchell very much for all that she had done for the Trustees - acting as their guide, philosopher and friend during her 10 years in office. In return Mrs Mitchell thanked the Trustees for their support and for the many improvements that they had been able to achieve at Dorset House during that time.

541

Minutes

The minutes of the meeting held on 2nd March 1989, which had been circulated, were accepted as a true record of that meeting.

542

Matters
Arising

536. Story of Dorset House.

The Secretary reported that a further 100 copies had been sold, mostly at Reunions, making a total of approximately 200 and leaving 750 copies in stock. The Trustees agreed with Lady Williams that a copy should be presented to the President of the Students' Union on Founder's Day. Following a suggestion from Mrs Mitchell the Trustees agreed that a copy should also be given to The College of Occupational Therapists for their new Study Centre.

543

Financial
Statement

The Trustees accepted the Secretary's financial statement which showed no significant changes from the last meeting. The Department of Health had not been able to make a further grant towards the cost of the fire safety improvements.

The Trustees agreed that as the Bursar's basic salary included payment for his duties as Secretary to The Casson Trust, there was no requirement to continue with the transfer to the School account of the £100 per annum which had been paid to his predecessor.

544

Property
Improvements

(1) Forecourt Resurfacing. The Secretary reported that the Oxford City Council Planning Officer had not approved the proposals for resurfacing the School forecourt. He was prepared to accept only a small area of tarmac between the main entrance and the student's entrance, leaving the majority of the forecourt with a gravel surface.

The Architects believed that the decision was totally unreasonable and that there was a very strong chance that the decision would be reversed by an Inspector if the Trustees were to appeal. Such an appeal would not be costly however it would take several months to resolve and the resurfacing could not now be completed this year. The Trustees agreed that the Architect should be instructed to prepare an appeal against the City Council Planning Officer's decision.

(2) Central Heating 60 London Road. The Secretary reported that this project was on course for completion before the next academic year.

545

Students
International
Project Fund

Unfortunately no outside sponsorship has been forthcoming and interest amongst the students appears to be waning. The one potential candidate for sponsorship has postponed her project. The Trustees agreed with a suggestion from the Principal that the general body of students might find the S.I.P Fund concept more attractive if, for example, sponsorship of exchange visits with students from European Schools of Occupational Therapy was included within the terms of the Fund. The Trustees reaffirmed their support for the scheme and hoped that the coming year would prove more successful.

546

Student
Accommodation

The Trustees were pleased to hear that the majority of problems relating to student housing benefit had been resolved.

The Secretary tabled a report from the Architect which outlined 3 potential areas of development to increase the student accommodation owned by the Trust. Discussion centred on the possible purchase of 1A Latimer Road. It is unlikely that planning permission would be forthcoming for a change of use to hostel type accommodation hence the house would have to be offered as a private let to a maximum of 5 students. Nevertheless ownership of the site would undoubtedly be a long term asset. It was understood that the property had been on the market for some time and that the asking price had been reduced. The Trustees agreed that the Secretary, acting on their behalf, should

a. Write to the owners to ascertain if they would be prepared to consider an offer of £150,000.

b. Write to the Department of Health asking if they would be prepared to make a grant towards the purchase of the property.

As the purchase of the property would require the commitment of capital from Dorset House School, the Trustees decided that they would report the matter to the Governors at their meeting that afternoon.

There being no further business the meeting closed at 12.15 p.m.

William L. Williams
30th November 1988

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 30th November 1989.

Present: Lady Williams
Mr. J. Casson
Mr. B.E. Hulse

In attendance: Mrs. E.M. Burrows (Principal)
Mr. B.A. Davies (Secretary)

547

Minutes

The minutes of the meeting held on 29th June 1989, which had been circulated, were accepted as a true record of that meeting.

548

Matters
Arising

542. Story of Dorset House.

The Secretary reported that a copy had been sent to the College of Occupational Therapists for the new study centre. As the President of the Student Union had already purchased a copy, it had not been practical to implement the Trustees wish that she should be presented with a copy on Founder's Day. The Trustees agreed with Lady Williams that in future each Student Union President should be given a copy.

546. Possible Purchase of 1A Latimer Road.
The Secretary reported that-

a. The owners have decided not to sell the property in the immediate future however they would inform the Trustees should they re-enter the market.

b. The Department of Health would not consider assisting with the purchase or future development of the property until a full five year development plan for the School had been submitted.

c. The Housing Corporation could only make grants to registered housing associations and then only for projects providing permanent accommodation. The Programme Director of the Corporation had suggested that it might be possible to work out a scheme for the redevelopment of 1A Latimer Road in conjunction with one of the Oxford area housing associations.

The Trustees decided that at present no further action could be taken.

549

Property
Improvements

(1) Forecourt Resurfacing. The Secretary reported that the Architect was pursuing two courses of action:-

a. An appeal against the Oxford City Council Planning Committee decision to refuse the original plan.

b. Further negotiations with the City Council Planning Department to see if an alternative plan could be agreed.

It was hoped that one or other action would be successful in time for the work to be carried out next Summer. In the meantime the Trustees accepted that to meet this schedule it might be necessary to authorise the Architect to carry out some of the more detailed design work before the results of the appeal were known.

(2) Central Heating 60 London Road. The Secretary reported that the installation of a gas fired central heating and hot water system had been carried out by the caretaker and his father. The £1840 cost had been set against the Hostel equipment account hence there was no charge to the Trust. The Trustees agreed with Lady Williams that the Secretary should write to convey the Trustee's thanks and appreciation to both gentlemen for the work they had done.

(3) Future Projects. The Secretary submitted the following items for the Trustee's consideration:-

Central Heating for 1 Latimer Road	approx £3,000
Replacement windows for 60 London Road and 1 Latimer Road	approx £12,500
Refelting of the workshop roof	approx £8,000
Possible extension at the rear of the School to increase the size of the dining room and the Junior Common Room.	

The Trustees agreed a suggestion by Lady Williams that the Architect's advice should be sought on replacement windows before any estimates were obtained from retailers.

The Trustees authorised the Secretary to ask the Architect to investigate the feasibility of a single storey extension at the rear of the school building to improve dining and common room facilities. Any plans should incorporate an external terrace or terraces for student and staff use during warmer weather.

The Trustees agreed that as much as possible of the repair and renewal work should be charged to the School leaving the Trust to fund new building work.

550

Students
International
Project Fund

The Staff/Student Council believed that it would be advantageous to broaden the scope of the fund to include sponsorship of exchange visits with students from European Occupational Therapy Schools and of elective placements during the final year of the course and sought the Trustees approval to amend the terms of the fund accordingly. Reaffirming their commitment to the international nature of the scheme, the Trustees agreed that the selection of projects should be left to the S.I.P. Fund Committee.

551
Final
Accounts
1988/89

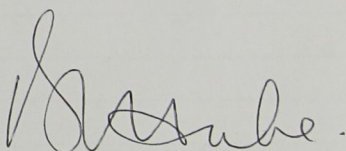
Mr. Hulse presented the final accounts for the year to 31st August 1988 which had been discussed in detail with the Auditor at a meeting of the Accounts Review Committee on 24th November.

The accounts showed that after receipt of £13,980 rent and a £20,000 grant from Dorset House School the Trust had approximately £66,000 available cash however nearly £40,000 of this would be needed to pay for the forecourt resurfacing work.

The Trustees agreed that it was absurd that the Trust should have to depend on grants from the School, a situation that had arisen because for many years the rent charged had not been increased in line with market values. Particularly in view of the impending changes in funding of occupational therapy training it was important that the School accounts should accurately reflect the cost of training. This could only be achieved by the Trust charging a commercial rent and this in turn needed a reasonably accurate assessment of the rental value of the premises. As a full valuation could prove costly, Mr. Sennett, the auditor, had offered to try to find an agent who would be able to provide an approximate valuation without the need for a detailed survey and hence at reduced cost. The Trustees expressed their appreciation for this offer and agreed that a move towards a commercial rent was essential.

A decision on the rent to be charged for this academic year was deferred until a valuation had been obtained.

There being no further business the meeting closed at 12.45 p.m.



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1-3-90
.....

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 1st March 1990.

Present: Mr. J. Casson
Mr. B.E. Hulse

In attendance: Mrs. E.M. Burrows (Principal)
Mr. B.A. Davies (Secretary)

552

Minutes

The minutes of the meeting held on 29th November 1989, which had been circulated, were accepted as a true record of that meeting.

553

Matters
Arising

550. Students International Project (S.I.P.) Fund.
The Secretary reported that an application had been received from a third year student for assistance in funding a three week elective clinical practice placement in India. Mr. Hulse agreed to act as the Casson Trust representative on the selection committee and the Secretary was instructed to arrange a meeting of the committee.

554

Financial
Statement

The Secretary's financial statement which had been circulated prior to the meeting showed that after making allowance for anticipated income and planned expenditure the Trust had approximately £62,000 capital available which could be used to fund other projects if required. It was also noted that after providing a reserve equivalent to one term's expenditure the School had approximately £75,000 additional available capital.

In response to a question from Mrs. Burrows, the Trustees agreed that costs associated with necessary staff development should be provided for as part of the normal operating expenditure of the School and not by a grant from the Casson Trust.

555

School Rent

After the Secretary explained that the valuer would not be able to complete the survey of the property until 14th March the Trustees agreed to defer, until their next meeting, a decision on the rent to be charged for this year.

556

Property
Improvements

(1) Forecourt Resurfacing. The Secretary reported that the architect had stated that the appeal against the City Council Committee decision to refuse the original resurfacing plan would almost certainly not be heard in time for the work to proceed this Summer if the appeal was successful. The architect was arranging a meeting with City Council planning officers to see if an alternative plan could be agreed and hoped that a compromise could be achieved in time for this alternative work to be completed during the Summer vacation.

The architect had completed a preliminary survey related to provision of an extension at the rear of the school. When the plans for the new library had been approved in 1985 the then City Council planning officials had indicated that any further plans for new building work on the school site would be resisted. In view of this the architect considered that a conservatory type structure would have a better chance of being approved than a conventional brick and tile extension although costs were similar. The cost of a 16ft. conservatory extending along the length of the present dining, common and student union rooms together with an external terrace was estimated at £80,000 including architect's fees and VAT. The Trustees agreed that the architect should be instructed to proceed to the stage of obtaining planning permission as soon as possible.

The architect had also reported that the cost of providing hardwood framed double glazed windows in 60 London Road and 1 Latimer Road would probably not be more than that for PVC replacement windows. The Trustees agreed that hardwood frames would be preferable and that the architect be instructed to carry out detailed planning and obtain tenders for the work to be completed during the Summer vacation.

The Trustees expressed concern at the architect's apparent tardiness in recent months in attending to the Trust's business and instructed the Secretary, when writing to the architect, to emphasise the degree of urgency attached to the outstanding projects and the need for timely action.

550

New Trustees

Mr. Casson informed the meeting that it was his intention to resign as a Trustee and as a Governor of Dorset House School at the end of the school year.

The Trustees agreed that any change of status of Dorset House School which may result from the current degree course negotiations could place additional responsibilities on the Casson Trustees.

After noting that the maximum permitted number of Trustees is four and that Trustees do not necessarily have to be Governors of Dorset House, it was agreed that the membership should be strengthened by seeking two new Trustees. This information would be conveyed to the Governors during the reserved business that afternoon.

There being no further business the meeting closed at 12.38 p.m.

Gillian Williams

 8th May '90

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 8th May 1990.

Present: Mr. B.E. Hulse
Lady Williams

In attendance: Mrs. E.M. Burrows (Principal)
Mr. B.A. Davies (Secretary)

- 558
Apologies An apology for absence had been received from Mr. J. Casson.
- 559
Minutes The minutes of the meeting held on 1st March 1990, which had been circulated, were accepted as a true record of that meeting.
- 560
Matters Arising There were no matters arising from those minutes.
- 561
Financial Statement The Secretary's financial statement which had been circulated prior to the meeting showed that after making allowance for anticipated income and planned expenditure the Trust had approximately £70,000 capital available to fund improvement projects if required. It was also noted that after providing a reserve equivalent to slightly more than one term's expenditure the School had approximately £70,000 additional available capital. This latter figure was based on the rent for this year being set at no more than £28,000 and would be reduced in proportion if a higher rent was levied.
- 562
Property Improvements
- (1) Forecourt Resurfacing. The Secretary reported that the architect had stated that there was now no hope of obtaining planning permission for any improvements in line with the Trustees' original intentions in time for work to be completed this Summer. The Trustees agreed that it would now be better to delay a further application until impending changes in the City Planning Office and on the Council Planning Committee had taken place.
- (2) Conservatory Extension. The architect's estimated cost of providing a conservatory type extension and external terraced area at the rear of the school had risen to £95,000. The Trustees expressed reservations about the wisdom of this type of extension, in particular the potentially high heat losses. It was decided to await the architect's plan drawings before authorising a planning submission or any work to speed up the tendering process.

(3) Replacement Windows. The architect's estimated costs for hardwood framed replacement windows for 60 London Road and 1 Latimer Road had also risen, to £10,000 and £12,000 respectively. Noting that the valuer who had carried out the recent rental value survey considered that the majority of the windows in 60 London Road did not need replacing the Trustees decided not to proceed with the architect's plan. The Secretary was instructed to obtain quotations from a carpenter for any work necessary to repair those window frames that were in an unsatisfactory condition.

The Trustees agreed that the windows of 1 Latimer Road should be replaced but that alternative methods should be investigated before a final decision was taken. The Secretary was asked to obtain three estimates from replacement window specialists.

563

School Rent

The Secretary reported that the valuer had, that morning, in a telephone call, given his assessment of the realistic rental value of the school and hostel premises. With the use of the premises restricted to educational purposes and the School paying for all repairs and renovations, a reasonable rent would be £160,000 per annum. If the School paid only for internal repairs and renovations the figure would increase to £172,500. If planning permission were obtained for the premises to be used as offices the rentals would be significantly higher.

Taking into account the earlier financial statement the Trustees decided that the combined school and hostel rent for the year to 31st August 1990 should be £50,000 and that, subject to confirmation, the rent for the year commencing 1st September 1990 should be £160,000.

564

New Trustees

Lady Williams pointed out that, by tradition, the Chairman of the Board of Governors of Dorset House School had previously also been a Casson Trustee. As a new Chairman had not yet been appointed the Trustees agreed that one of the two vacant Trustee places should, for the present, be left unfilled. The Trustees also agreed a proposal by Lady Williams that Mr. John Feltham, a Governor and also a legal expert, should be invited to become a Casson Trustee.

565

Use of School
Premises

The Principal reported that enquiries had been received from a number of sources concerning the use of Dorset House lecture rooms and other facilities outside normal school hours. The Trustees agreed that, provided the charitable status of the Trust was not jeopardised and that adequate security arrangements could be made, additional use of the premises should be encouraged. The Secretary was instructed to investigate the implications of such use of the premises.

There being no further business the meeting closed at 3.12 p.m.

Gillian Williams
14th June 1990

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 14th June 1990.

Present: Lady Williams (Chairman)
Mr. J. Casson
Mr. J.D. Feltham
Mr. B.E. Hulse

In attendance: Mrs. E.M. Burrows (Principal)
Mr. B.A. Davies (Secretary)

Lady Williams opened the meeting by welcoming Mr. John Feltham who was attending his first meeting as a Casson Trustee. Lady Williams then expressed the Trustees very deep thanks and appreciation to Mr. John Casson, who was retiring, for his valuable contribution to the work of the Casson Trust during nine years as a Trustee.

566

Minutes

The minutes of the meeting held on 8th May 1990, which had been circulated, were accepted as a true record of that meeting.

567

Matters

Arising

563. School Rent.

Lady Williams drew attention to a letter that the Secretary had received from the Department of Health and which effectively turned down the School's request for an increase in tuition fees to cover the cost of the rent increases announced at the last meeting.

There followed a comprehensive discussion on a range of issues related to present and future rents, grants, leasing of property to Oxford Polytechnic and the transfer of assets between School and Casson Trust and/or Oxford Polytechnic.

The Trustees decided that the previously established rents of £50,000 for this academic year and £160,000 for the year commencing in September 1990 should stand.

The Secretary was instructed to consult the Trust's solicitors to clarify the legal position of the Trust in relation to all aspects of the situation that would pertain should Dorset House School of Occupational Therapy Limited be wound up following the transfer of a future degree course to Oxford Polytechnic. The Trustees decided to recommend to the School Governors that they too should seek early professional legal advice on these matters.

568

Financial
Statement

The Secretary's financial statement which had been circulated prior to the meeting showed that after making allowance for anticipated income and planned expenditure the Trust would have approximately £168,000 capital at the end of the academic year.

The Secretary tabled the valuer's report which confirmed the verbal rental values of the School and Hostel premises presented at the last meeting.

569

Property
Improvements

(1) Conservatory Extension. The Trustees were disappointed with the architect's sketch plans for a conservatory type extension at the rear of the school. After discussing possible alternative ways of increasing the recreational space available to students the Trustees decided to postpone a decision on the existing plans.

(2) Replacement Windows. The Secretary tabled a paper summarising specifications and costs of three quotations that had been received for double glazed replacement windows for 1 Latimer Road. The Trustees authorised the Secretary to accept the quotation of Regal Windows Ltd., in the sum of £7653 plus VAT, for modified uPVC windows.

570

Use of School
Premises

The Principal outlined a request from McTimoney Chiropractic Limited, a Chiropractic School, to rent part of the premises for evening, weekend and vacation use. As well as lecture rooms and the usual domestic facilities the Chiropractioners needed rooms for clinics. They also required full time accommodation for their administrative staff. The Trustees decided that it would not at present be appropriate for the School to be used for clinical work and the application was rejected.

There being no further business the meeting closed at 12.50 p.m.

C. H. M. M. M. M.
29 Nov 1990

THE CASSON TRUST

Minutes of a special meeting of the Casson Trustees held at
Dorset House School on 19th September 1990.

Present: Lady Williams (Chairman)
Mr. J.D. Feltham
Mr. B.E. Hulse

In attendance: Mr. B.A. Davies (Secretary)

An apology for absence had been received from Dr. Mandelbrote.

Lady Williams explained that this meeting had been called at the request of Mr. Hulse who would be attending a meeting of the Dorset House / Oxford Polytechnic Steering Group on Friday 21st September 1990 and that a formal agenda had not been prepared. The Trustees agreed that business at this meeting should be confined to matters relating to the proposed leasing of the Dorset House premises to Oxford Polytechnic once the degree course submission had been validated. Approval of and matters arising from the minutes of the June 1990 meeting of the Trustees would be deferred until the meeting planned for 30 November 1990.

571

Financial
Background

The Secretary presented estimates of the Dorset House School accounts which showed that, if the rent remained at £50,000 and interest rates did not fall too dramatically, there should be just enough surplus from the 1990/91 Income & Expenditure account to meet the budgetted equipment expenditure. "Net Current Assets" would remain about the same as at present (£295,000). Increasing the rent to £160,000 would reduce "Net Current Assets" by approximately £110,000 however there would of course be a corresponding increase in the Casson Trust assets.

572

Solicitor's
Letter.

The Secretary tabled copies of a letter received from Mr. Pillman of Cole & Cole, the Trust and School Solicitors. The letter was by way of an interim report and highlighted issues that would need to be considered in relation to transferring the School's assets and subsequent leasing of the premises to the Polytechnic. The main points of the report were:

(1) Disposal of the business of the School would probably require a change in the Memorandum of Association however Counsel's advice would be needed. An Extraordinary General Meeting of members would be necessary to approve the appropriate Special Resolution to amend the Memorandum of Association.

(2) Sale of the School assets at an under-value needs to be fully explored with the Charity Commissioners.

(3) When disposing of its business to the Polytechnic the School should not dispose of its cash assets but retain enough funds to wind itself up in a proper and orderly manner.

(4) The Charity Commissioners would have to decide if it would be a proper thing for the Trustees to grant a lease at less than market rent.

573

Oxford

Polytechnic

Mr. Hulse explained that in meetings with Polytechnic representatives he had to-date been able to express only a personal view and he needed the agreement and authority of the other Trustees before stating the Casson Trust position at the forthcoming Steering Group meeting.

Mr. Hulse said that it was clear that the Polytechnic could not afford to pay more than £50,000 in rent. Although there would be some economies of scale after amalgamation, these would be more than offset by the increased grades that would apply to teaching staff. The Polytechnic Finance Director had suggested an amalgamation based on the Polytechnic taking over the Dorset House business as it stood i.e. all staff would transfer to the Polytechnic who in return would receive all of the assets of the business, including the "cash" balance. The cash would be used to support the Occupational Therapy course, in particular to safeguard present Dorset House staff salaries.

Mr. Feltham pointed out that, in view of the Cole & Cole letter, it could prove very difficult to get the Charity Commissioners to agree to the Trust granting a lease at less than market value or to the School giving away all of its assets particularly the cash. Lady Williams agreed, adding that the Charity Commissioners would insist on any Charity making the best use of its assets.

From previous experiences all of the Trustees agreed that dealing with the Charity Commissioners could be a time consuming business and that the number of potentially contentious issues associated with the amalgamation should be kept to a minimum.

After careful consideration of all of the relevant issues the Trustees decided that they did not yet have sufficient firm information to enable them to make decisions relating to the terms and conditions of a future lease. The Secretary was instructed to authorise the Solicitors to take Counsel's advice on item (1) of Mr. Pillman's letter and to ask Mr. Pillman to find out if the Trustees would be within their rights to charge a market rent for the premises and then grant money back to the Polytechnic.

The Trustees confirmed their support for the collaboration with Oxford Polytechnic and did not wish financial difficulties to delay progress.

Mr. Hulse was asked to explain at the next Steering Group Meeting that:

1. The Casson Trustees confirmed their support for continuing collaboration between Dorset House and Oxford Polytechnic in order to achieve agreed objectives.
2. In view of the complex links between the Trust and School, legal advice is being taken to ensure that Trustees and Governors act only within their authority.
3. It may be necessary for the School's Memorandum of Association to be changed by special resolution.
4. Because the School, in association with the Casson Trust, is a registered charity any alterations in its status and the method of disposal of its assets will need the approval of the Charity Commissioners as also would future arrangements between the Trust and Oxford Polytechnic, including rental.
5. The Trustees wished to make sure that the assets of the School and the Trust continued to be used exclusively to further the profession of occupational therapy.

There being no further business the meeting closed at 3.25 p.m.

Caroline Hulse
29 Nov 1990

THE CASSON TRUST

Minutes of a special meeting of the Casson Trustees held at
Dorset House School on 30th October 1990.

Present: Lady Williams (Chairman)
Mr. J.D. Feltham
Mr. B.E. Hulse
Dr. B.M. Mandelbrote

In attendance: Mrs. E.M. Burrows (Principal)
Mr. B.A. Davies (Secretary)

Lady Williams explained that this meeting had been called to discuss the implications for the Casson Trust of two documents relating to the proposed integration of Dorset House School with Oxford Polytechnic and the subsequent leasing of the Trust properties to Oxford Polytechnic.

574

Solicitors' Letter A letter had been received from Cole & Cole, Solicitors giving more details of the legal processes involved in the integration. The main points from the letter are:-

- a. Clause 10 of the company's Memorandum precludes the transfer of assets to the Polytechnic after the company has been wound up as the Polytechnic is unlikely to have similar objects to those of Dorset House. An alternative which appeared to comply with one of the main objects of the company (that at clause 3(c) of the Memorandum) would be to transfer the assets prior to winding up. Such a transfer would have to have a clear agreement that the assets could only be used for the purposes of improving occupational therapy and not for general educational purposes.
- b. The company must be liquidated before the Trustees can enter into an agreement to lease the property to the Polytechnic.
- c. As the Polytechnic may wish to use the premises for other than just occupational therapy education and training the Trustees will need to charge a market rent but could grant monies back to the Polytechnic.

Opening discussion on this letter, Mr. Feltham expressed disquiet about the same firm of solicitors representing the Trust and School on one hand and the Polytechnic on the other.

Mr. Feltham was also unhappy about the validity of one crucial item of the advice given by Cole & Cole, i.e. that under clause 3(c) of the Memorandum the assets could be transferred to the Polytechnic prior to liquidation. This particular object of the School is "to establish and carry on, or assist in carrying on, centres for the study of and research in to mental and physical disorders." It was difficult to see how the Polytechnic matched this description. A more appropriate measure might be to amend the objects of the company.

The Trustees agreed that separate legal representation should be obtained and instructed the Secretary to ask Mr. Williamson of Morrell, Peel and Gamlen to act on their behalf.

In their role of Governors the Trustees believed that it would be wise for the School also to have separate legal representation from the Polytechnic and Dr. Mandelbrote, Chairman of Governors, asked the Secretary to send the Cole & Cole letter and Polytechnic report to the non-Trustee Governors with an explanatory covering letter to seek their approval for the School to change Solicitors.

575

Oxford
Polytechnic
Report

The Principal had received a report by the Polytechnic Finance Director, approved by the Polytechnic Planning Committee, setting out the Polytechnic's financial conditions for proceeding with the integration of Dorset House School. The main conditions are:-

- a. The Casson Trust agree to a rent of £50,000 per annum or an arrangement which will effectively achieve this condition.
- b. The company cost nothing to acquire and cash reserves of £290,000 are transferred to the Polytechnic.
- c. The Regional Health Authority continue to fund the course, 70% at the start of the academic year and 30% in the following April.

From item c. of the Solicitors' advice (minute 574 above) it was clear that a market rent would have to be charged and a grant made to the Polytechnic. This would not go against Polytechnic condition a.

On condition b., it would be for the Governors to decide on the details of the transfer of the company's assets to the Polytechnic however the Trustees recognised that if the rent remained at £160,000 and nothing was granted back to the company then the School's cash reserves at the end of August 1991 would be reduced to approximately £175,000. With falling interest rates and a much smaller capital sum invested, a further year with nothing granted back would leave the School with cash reserves of about £50,000 by the end of August 1992.

The Trustees agreed that there would be a better guarantee of the money being used exclusively for occupational therapy training if it was held by the Casson Trust. Interest would accrue to the Trust and the Trustees would be in a position to fund, by way of grant, any deficit incurred in the running of the occupational therapy course. While not exactly meeting Polytechnic condition b. this course of action would achieve the same result - adequate funding of the O.T. course.

The Trustees noted that they had no say in condition c. and that in any case the present tuition fee income is in the approximate ratio of 60% at the start of the academic year and the remaining 40% in the following April, not the 70%/30% quoted.

576

Validation
Event

After Mr. Hulse explained that he was unlikely to be able to attend the Validation Panel meeting with the Steering Group on November 22nd the Trustees empowered the Secretary to speak on their behalf.

The Trustees agreed that the main points to be made to the Validation Panel were that:-

- a. The Casson Trustees, who are also Governors of Dorset House, confirmed their full support for the proposed links between Dorset House and Oxford Polytechnic including the integration of the two institutions and the subsequent leasing of the present School premises to Oxford Polytechnic.
- b. Because of the complexities of the links between the Trust and the School and the need to meet the requirements of the Charity Commissioners and the Registrar of Companies, the Trustees and Governors are taking legal advice to ensure that they act only within their authority in making agreements to change the status and transfer the assets of the School and subsequently rent the premises to Oxford Polytechnic. These processes take time however no unsurmountable obstacles are foreseen.
- c. Above all the Trustees are concerned to safeguard the teaching of occupational therapy, staff development and development of research in the field and see the support of these objectives continuing as the primary objects of the Casson Trust.

There being no further business the meeting closed at 12.15 p.m.

Bill McKinnon

29 Nov 1990.

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 29th November 1990.

Present: Lady Williams (Chairman)
Mr. J.D. Feltham
Mr. B.E. Hulse
Dr. B.M. Mandelbrote

In attendance: Mrs. E.M. Burrows (Principal)
Mr. B.A. Davies (Secretary)

On behalf of the Trustees, Lady Williams congratulated the Principal and all members of Dorset House staff on the successful outcome of the degree course validation which owed much to the enormous amount of time and effort devoted by the School team.

577

Minutes of
Previous
Meetings

The minutes of the routine meeting held on 14th June 1990 and the special meetings held on 19th September 1990 and 30th October 1990 were accepted as true records of the proceedings at those meetings.

578

Matters
Arising

Property Improvements.

a. 1 Latimer Road. Double glazing and a gas fired central heating system have now been installed and habitability has improved considerably.

b. Forecourt Resurfacing. The architect has had a meeting with the Oxford City Council Planning Officer and a meeting with the Council's Landscaping Officer is being scheduled. The architect is not optimistic about the chances of obtaining permission for resurfacing all of the area presently used for car parking however he will continue to try to gain agreement for as much as possible of the originally planned area.

c. Dining / Common Room Extension. In view of the impending amalgamation of Dorset House School with Oxford Polytechnic, the Trustees decided to await a clearer picture of future requirements before asking the architect to consider alternative means of extending the school premises. The Trustees did however record their intent to improve student dining / common room facilities as soon as feasible.

579

Financial
Statements

Mr. Hulse presented the financial statements for the year to 31 August 1990 which he and Lady Williams had previously agreed with the Auditor.

Income had been obtained from rent (£50,000), deposit account interest (£8,700) and a grant of £50,000 from Dorset House School. With expenditure totalling less than £5,700 there was an overall surplus in excess of £103,000. The balance sheet showed fixed assets, nearly all property, of just over £500,000 and net current assets of almost £160,000.

The Trustees recognised that the balance sheet showed only the cost value of the property and that a market value was probably in the region of two million pounds.

The Trustees unanimously adopted the Financial Statements.

Rental income for the current year would increase to £160,000 and deposit accounts should generate between £15,000 and £20,000. Allowing approximately £40,000 for the forecourt resurfacing project there should still be in excess of £280,000 net current assets by 31st August 1991. Although the increased rental would create a deficit in the School accounts of about £100,000 the School would still have a reasonable working reserve and it should not be necessary for the Trustees to make a grant to the School this year.

580

Oxford
Polytechnic

Mr. Feltham explained that he and the Secretary had attended a meeting with Mrs. Reid of Morrell, Peel and Gamlen the new solicitors. The purpose of the meeting had been to brief Mrs. Reid on the proposed integration of Dorset House School with Oxford Polytechnic and the subsequent leasing of the premises by the Casson Trust to the Polytechnic. Mrs. Reid would need time to consider the Articles of Association, declaration of Trust and other background documentation that had been supplied.

The Secretary reported that, in a telephone conversation on 28th November, Mrs. Reid had indicated that she hoped to have an initial report ready by 7th December. The Trustees agreed that further progress could not be made until this report had been received.

Lady Williams thanked Mr. Feltham and Mr. Hulse for the work that they had done on behalf of the Trustees.

There being no further business the meeting closed at 12.15 p.m.

Lady Williams
.....
28th January 1991
.....

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 28th January 1991.

Present: Lady Williams (Chairman)
Mr. J.D. Feltham
Mr. B.E. Hulse
Dr. B.M. Mandelbrote

In attendance: Mr. B.A. Davies (Secretary)
Mrs. C. Reid (Solicitor, Item 583)

An apology for absence had been received from Mrs. Burrows.

581

Minutes of The minutes of the meeting held on 29th November 1990 were
Previous accepted as a true record of the proceedings of that meeting.
Meeting

582

Matters There were no matters arising from those minutes.
Arising

583

Oxford Lady Williams welcomed Mrs. Reid, a solicitor from Morrell,
Polytechnic Peel & Gamlen, who was now representing the Casson Trustees and
the Governors in the negotiations with Oxford Polytechnic. For
Mrs. Reid's benefit Lady Williams explained that the Trustees were
also Governors of Dorset House and emphasised the very close ties
and common aims that existed between the Trust and
the School.

Mrs. Reid said that, from the information and documentation that she had received to-date, it was apparent that the precise terms of the 1964 lease between Trust and School had not been followed. The lease allowed for the rent to be reviewed at intervals of 21 years whereas there had been a number of changes between 1973 and the present day. It was however significant that the lease had not been altered nor had separate leases been granted for the additional properties that had been acquired - the hostel, 60 London Road, 1 Latimer Road and the library. Mrs Reid had hoped to simplify matters by a straight transfer of the lease from Dorset House to Oxford Polytechnic but it was now clear that a new lease would have to be drawn up. As the Polytechnic would probably wish to use the premises for other purposes in addition to occupational therapy education and training it was likely that the Charity Commissioners would expect a market rental to be charged.

After explaining the background to the Governors' decision to agree to work towards full integration with the Polytechnic, the Trustees emphasised their commitment to safeguarding, as much as possible, the future of occupational therapy education and training. They did not object to the straight transfer to the Polytechnic of the more material assets of the School such as furniture, fittings, stock and library books but believed that if the School's cash assets were transferred it would be extremely difficult to ensure that this money, and interest from it, would be used exclusively in support of the occupational therapy course.

Nor was there any long term guarantee that the Polytechnic would continue to offer occupational therapy courses. The Trustees believed that transferring the cash assets to the Casson Trust would provide better control and a greater degree of assurance that they would continue to be used to support occupational therapy training.

The Trustees recognised that interest from the cash assets made a contribution to the funding of the occupational therapy course. Without this interest and with having to pay a market rent the Polytechnic would almost certainly be faced with a deficit in running the degree course. The Trustees proposed that they would make good such deficits by granting money back to the Polytechnic from the rent received. It would be quite clear that the primary object of the Casson Trust would be to support the Oxford Polytechnic Department of Occupational Therapy just as it at present supported Dorset House.

The Trustees agreed a suggestion from Mrs. Reid that she should write to the Charity Commissioners submitting a scheme based on the Trustees proposals and inviting one of the Charity Commissioners to visit Dorset House to discuss the matter with representatives of the Casson Trust, Dorset House and Oxford Polytechnic. Mrs. Reid pointed out that it would of course be helpful to the common cause if the three parties were in broad agreement on the proposed way ahead before this visit.

Mrs. Reid went on to say that under the Transfer of Undertakings Regulations the business and obligations of Dorset House could be transferred to Oxford Polytechnic after which the company of Dorset House School of Occupational Therapy Limited could be wound up. Whether or not the transfer could take place before the start of the next academic year would depend on how quickly the Charity Commissioners were able to process the proposals.

Lady Williams thanked Mrs. Reid for her extremely helpful contribution to the meeting.

The Trustees agreed that after the amalgamation it would be necessary for the relationship with the Polytechnic to be more formal than that existing with Dorset House and that they would not, as a matter of course, invite a representative of the Polytechnic to attend their meetings.

584

Date of The date of the next meeting was confirmed as 7th March 1991.
Next Meeting

There being no further business the meeting closed at 3.40 p.m.

Gillian Williams
7th March 1991

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 7th March 1991.

Present:	Lady Williams Mr. J.D. Feltham Mr. B.E. Hulse Dr. B.M. Mandelbrote	(Chairman)
In Attendance:	Mrs. E.M. Burrows Mr. B.A. Davies	(Principal) (Secretary)

585

Minutes of
Last Meeting

The minutes of the meeting held on 28th January 1991 were accepted as a true record of the proceedings of that meeting.

586

Matters
Arising

There were no matters arising from those minutes.

587

Funding
of O.T.
Training

Mrs. Burrows tabled copies of a National Health Service Management Executive Letter (EL (91) 24) which gave details of the devolution of the Education and Training budget from the Department of Health to Regional Health Authorities.

The letter showed that the Oxford RHA share of the national O.T. training budget was at present 17.6% but would reduce to 4.6% by the start of the 1996/97 academic year. The fees charged by the two ORHA schools were the lowest of the full cost courses. This year's intake of 88 students at Dorset House and 54 at Northampton represented 19.1% of the total full-time national intake of 745 students.

By 1996/97 the ORHA share of the budget would fund an annual intake of approximately 34 students, certainly not sufficient to support two O.T. Schools in the region. To survive Dorset House would need to negotiate training contracts with other authorities, particularly those Regional Health Authorities whose share of the national budget increased. There was however, nothing in the Executive Letter which obligated other RHAs to follow this course and a likely alternative was that, where possible, they would chose to increase the capacity of the school(s) in their region.

There was considerable discussion on the potentially very serious implications for Dorset House of the Department of Health plans. The immediate concern was that the Governors of Oxford Polytechnic might no longer consider viable the amalgamation of the two institutions. Mrs. Burrows reported that she had arranged a meeting of the Steering Group to consider the matter on Tuesday 19th March 1991 at 2.30p.m. at Dorset House.

A meeting has also been arranged with Mr. Harrison of the Department of Health and some of his colleagues on Tuesday 19th March at 10.30 a.m. at Hannibal House. This latter meeting would also be attended by a representative of Oxford Polytechnic and the Principal of the Northampton School. Mrs. Burrows said that she would very much like one of the Board of Governors to attend, if possible Mr. Hulse because of his background in NHS finance - this would be put to the Governors at their meeting in the afternoon.

As the Executive Letter would need to be considered in detail at the afternoon meeting of the Board of Governors, the Trustees agreed to defer further discussion until that meeting.

588
Oxford
Polytechnic

The Secretary reported that Mrs. Reid, of the Solicitors Morrell, Peel and Gamlen had received a telephone call from Mr. Kilby one of the Charity Commissioners in which the latter had indicated that there appeared to be no insurmountable difficulties to the proposed transfer of undertakings from Dorset House to Oxford Polytechnic.

Although details such as leasing the property and whether or not the Trustees should charge a market rent needed to be resolved, it should be possible to achieve the amalgamation by September 1991.

589
Forecourt
Resurfacing

The Secretary tabled copies of a letter and a revised plan that he had, that morning, received from the Architect. The letter indicated that Oxford City Council Planning Department had refused to move from their position of 1990 which would allow only a very small area of the forecourt to be covered in non-permeable material. This area was indicated on the architect's plan.

After due consideration, the Trustees decided that it would be better to concentrate on improving the drainage and then to renew the permeable covering of the whole forecourt. The Trustees agreed that improvements to landscaping and the general appearance of the estate at the front of Dorset House should be included in the plan and the Secretary was authorised to instruct the architect accordingly.

590
Financial
Statement

The Secretary's financial statement showed no change from the position at the last meeting.

591
Dorset House
Repairs

The Secretary explained that it had been necessary to replace the gas supply pipe from the Southern Gas meter point to the boiler room at a cost of £4,600. It had also been necessary to replace one of the two boilers and its associated burner unit and control panel. Further boiler room work would be required during the Summer.

The Trustees agreed that the cost of the replacement boiler etc. was a fair charge to the School as tenants but that the cost of replacing the supply pipe should be met from Casson Trust funds.

The Secretary pointed out that a number of other items, such as replacement of the hostel floorcovering, redecoration of the exterior of most of the buildings and possible rewiring of parts of the school and hostel, may be necessary before the Polytechnic became tenants. A number of senior Polytechnic staff, including the Buildings Officer, were due to visit Dorset House on March 12th and the Buildings Officer had requested that he be allowed to arrange a survey of the premises.

The Trustees agreed that the survey should take place and that decisions on any major remedial work would await the outcome of the survey.

592

Library
Security

The Principal and the Secretary explained that during meetings of a joint Dorset House / Oxford Polytechnic Library Committee discussions had taken place on how the physical security of the library could be improved. Two companies had been asked to quote for the provision of electronic detection systems but details had not yet been received. The wider issue included library opening hours, restricting Polytechnic student access and staffing arrangements. Improvements in security would carry a financial cost over and above that available in the annual library budget.

The Trustees agreed that they would consider making a grant towards improving library security arrangements at a future meeting when more detailed proposals and estimates of cost were available.

There being no further business, the meeting closed at 12.35p.m.

William Williams

17th June 1981

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 17th June 1991.

Present: Lady Williams (Chairman)
Mr. J.D. Feltham
Mr. B.E. Hulse
Dr. B.M. Mandelbrote

In Attendance: Mrs. E.M. Burrows (Principal)
Mr. B.A. Davies (Secretary)

593
Minutes of
Last Meeting The minutes of the meeting held on 7th March 1991 were accepted
as a true record of the proceedings of that meeting.

594
Matters
Arising Item 591. Survey of School and Hostel Premises.
The Secretary reported that as a result of the deferment of the
amalgamation with Oxford Polytechnic the proposed survey of the
premises on behalf of the Polytechnic had been postponed.

595
Financial
Statement The Secretary's estimates for the academic year indicated an
increase in net current assets of approximately £143,000, after
allowing for the cost of resurfacing the forecourt of Dorset
House.

The Trustees decided not to make a block grant to Dorset House
School but to give very generous help in funding large expenditure
items.

596
Forecourt
Resurfacing The Secretary reported that the City Council legal department
would decide next week on whether or not the proposals needed to
go before the Planning Committee. A planning application had
already been submitted which, if planning permission was required,
would be considered by the Planning Committee on 26 July 1991.

The architect had already approached several contractors and,
provided planning permission was not required or was granted on 26
July, was confident that the work could be completed during the
Summer vacation.

The Trustees agreed that in addition to the forecourt resurfacing
they would fund any work, outside the normal School budget, that
was required to bring the exterior of the buildings and the
grounds up to a satisfactory standard. Thereafter the School
would resume responsibility for maintaining this standard.

597

Library
Security

The Trustees approved a grant to Dorset House School to meet the cost of providing and installing an electronic detection system for the library and staff salary costs involved in fitting the "triggers" in books and periodicals. The total cost was expected to be in the region of £8,000.

598

Declaration
of Trust

It was anticipated that, at their meeting in the afternoon, the Governors would agree to seek the Charity Commissioners approval to broaden the objects of the School to include the education and training of other professions allied to medicine and related health care studies in addition to occupational therapy.

The Trustees agreed that if the School's objects were broadened it would be sensible to seek similar changes to the Trust Deed. In view of the uncertainties associated with the future of occupational therapy education and training the Trust needed the widest possible powers. The Trustees authorised the solicitor to write to the Charity Commissioners seeking their permission to widen the objects of the Trust to include other professions allied to medicine and related health care studies. In addition the Commissioners permission should be sought to update the deed to reflect the current position relating to the Trust's properties.

599

44 London Road

Replying to a question from Lady Williams, the Principal explained that the future utilisation of the cottage and also teaching room 30, including the equipment to be fitted in these areas, was currently being addressed by a working party of Dorset House staff. Conclusions and recommendations would be presented to the Trustees and Governors as soon as possible.

There being no further business, the meeting closed at 12.25 p.m.

William Williams

19th November 1981

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 19th November 1991.

Present:	Lady Williams	(Chairman)
	Mr. J.D. Feltham	
	Mr. B.E. Hulse	
	Dr. B.M. Mandelbrote	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Mr. B.A. Davies	(Secretary)
	Mr. B.R. Sennett	(Auditor) (Item 606)

600

Minutes of
Last Meeting

The minutes of the meeting held on 17th June 1991 were accepted as a true record of the proceedings of that meeting.

601

Matters
Arising

There were no matters arising that were not covered by later agenda items.

602

Declaration
of Trust

Correspondence between the Trust's Solicitor and the Charity Commissioners had been circulated prior to the meeting and Mr. Feltham summarised the present position.

Mr. Kilby, on behalf of the Commissioners had agreed in principle to proposed changes to the objects of Dorset House School but had indicated that he did not consider it necessary to alter the Casson Trust objects in the same way. Mrs. Richardson of Morrell, Peel & Gamlen was not convinced that, given possible moves to a more generic form of therapist, the present objects of the Trust relating specifically to occupational therapy, would enable the Trustees to support Oxford Polytechnic after the integration of Dorset House. She believed that, to avoid future problems, it would be prudent to make an application (under Section 24 of the Charities Act) to the Charity Commissioners, at a higher level than Mr. Kilby, seeking a formal opinion as to whether or not, in the circumstances, the objects of the Casson Trust needed to be amended.

The Trustees agreed that the application should be made and, except for minor amendments, approved a letter to the Charity Commissioners drafted by Mrs. Richardson.

603

Oxford
Polytechnic

The Trustees agreed that the time was approaching when they should meet formally with Director level representatives of Oxford Polytechnic to discuss arrangements and agreements that needed to be made between the Casson Trust and Oxford Polytechnic during and after the amalgamation of Dorset House School with the Polytechnic.

It was further agreed that this meeting should take place after the Trustees had received and had chance to discuss a report from the Polytechnic's Finance Director setting out the Polytechnic's financial position relating to the amalgamation. The report was expected by early January 1992.

The Secretary was authorised to arrange a meeting with Oxford Polytechnic representatives for mid to late January, allowing time for the Trustees to meet together in the previous week.

604

Dorset House
Marketing
Manager

At an informal meeting held on 16 August 1991, the Trustees had agreed to finance the employment of Mrs. Julia Foster-Turner as Marketing Manager of Dorset House School, initially for a period of 23 months.

The Principal reported that Mrs. Foster-Turner had taken up her post on 30 September 1991 and had made a very successful start. The Trustees agreed that it would be appropriate for Mrs. Foster-Turner to address a future meeting of the School Governors to explain her role and the actions that she envisaged.

After hearing details of salary and anticipated travel costs the Trustees agreed an initial budget of £45,000 for the 23 months period.

605

Dorset House
Improvements

The Secretary reported that the forecourt resurfacing work had now been completed at a cost of £27,741 which was less than had been budgetted. Other work carried out during the summer vacation and funded by the Trust included the refelting of three roof areas and repairs and replacements of woodwork and window frames in the Casson Wing and Workshop areas. The cost to the Trust had been £13,445. The library security system, paid for out of an £8,000 grant made by the Trust, was now operational.

Additional work to the premises, paid for out of the Dorset House repairs budget, included:-

External redecoration of the School buildings and 44 London Rd.
Internal redecoration of the hostel.
Provision of 2 ramps on the ground floor of the school.
Laying of a footpath from the workshops to the library.
Rewiring of lighting in 3 lecture rooms.

The provision of the ramps now made the whole of the ground floor of the School accessible to wheelchair users.

606

Final Accounts

Mr. Hulse reported that the Income and Expenditure account showed a surplus for the year of £158,774. As the increased rent of £160,000 had been paid in termly instalments there had been a large increase in interest on money deposited at the bank, however the School accounts showed a corresponding decrease. The Trustees agreed that in future the rent should be paid at the end of the academic year.

The Balance sheet showed net current assets of over £303,000, most of which was in cash on short term deposit at the bank. The Trustees agreed with Mr. Hulse's recommendation that, for the present, these funds should remain in a state of "liquidity" and no long term investments made.

The Trustees noted that provision had not been made in the accounts for the cost of work being carried out by Morrell, Peel & Gamlen in conjunction with the proposed changes to the Trust deed. They agreed that when payment was due the Trust would also pay for related work that Morrell, Peel & Gamlen were doing on behalf of Dorset House School.

There being no further business, the meeting closed at 12.40 p.m.

Arthur Williams

13th January 1992

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 13th January 1992.

Present:	Lady Williams Mr. J.D. Feltham Mr. B.E. Hulse Dr. B.M. Mandelbrote	(Chairman)
In Attendance	Mrs. E.M. Burrows Mr. B.A. Davies Mrs. D. Richardson	(Principal) (Secretary) (Solicitor) (Item 609)

607

Minutes of
Last Meeting

The minutes of the meeting held on 19th November 1991 were accepted as a true record of the proceedings of that meeting.

608

Matters
Arising

Item 606. Finance.

The Secretary presented an estimate of the "cash" assets that would be available to the Casson Trust and to Dorset House School at the end of the current academic year. It was anticipated that the School account would reduce to a cash balance of approximately £150,000 while the Trust account should increase to approximately £455,000, less any additional expenditure that the Trustees authorised during the year.

609

Declaration
of Trust

Mr. Feltham and Mrs. Richardson summarised the Charity Commissioners' response to the application that had been made seeking a formal opinion on whether or not the objects of the Trust needed amendment to allow the Trust to support what would be a new department of Oxford Polytechnic after the integration of Dorset House.

The Commissioners ruling was that suitable grounds did not exist for the objects of the Trust to be changed to encompass support for education and training of anything other than occupational therapy, pure and simple. Further, the Trustees could be in breach of their trust if they supported courses offering a more generic approach or indeed an occupational therapy course that is open to students other than those reading for an occupational therapy qualification.

The Commissioners had however suggested a radical but effective alternative scheme to permit the integration of Dorset House with Oxford Polytechnic. As a charitable company has far more flexibility in terms of investment and changes of its objects etc. than a charitable trust, the proposal was that the Casson Trust would convey its assets, including property, to Dorset House School. The School would then change its objects, transfer its "business" - its undertaking, some of its assets and its employees - to Oxford Polytechnic. Having retained the property and some cash reserves, the School would then continue to support the new Oxford Polytechnic Department of Occupational Therapy. The transfer to the Polytechnic would be on the terms that should the Polytechnic cease, or threaten to cease, to provide sufficient tuition in occupational therapy then the assets would revert to Dorset House School. The Casson Trust, having conveyed all its assets to the School would be wound up.

The proposal was given very careful consideration during a long and detailed discussion. It was recognised that the Trustees were not in a position to challenge the Charity Commissioners ruling however without the support presently given by the Trust the integration of the School with Oxford Polytechnic could not proceed. The changes taking place in the funding arrangements for O.T. students made it virtually impossible for the School to survive as an independent institution. The Trustees accepted that, in principle, the Charity Commissioners proposed scheme offered the only viable solution.

The Trustees were very concerned that after the transfer of the Trust's assets to the School and the further transfer of the School business to the Polytechnic the company that remained would be little more than a landlord. In those circumstances it could become extremely difficult to recruit future Governors (Directors) who would appreciate the role played by Dr. Elizabeth Casson in the founding, at Dorset House, of the first school of occupational therapy in the United Kingdom and who were thus prepared to uphold the spirit of her intentions for the conduct of the Casson Trust. In particular there was a very real fear that given the less stringent rules applied to charitable companies, the land and buildings presently owned by the Casson Trust could be gifted to the Polytechnic.

The Trustees resolved that the Charity Commissioners be asked to approve a scheme whereby all of the assets of the Trust would be transferred to Dorset House School of Occupational Therapy Limited subject to a clause that in the event of any future transfer of the company's assets to the Polytechnic, the land presently owned by the Trust would be excluded.

610

Improvements to
44 London Road.

A paper outlining two options for major alterations to 44 Londond Rd. had been circulated prior to the meeting. After inspecting the cottage the Trustees authorised the Secretary to seek the opinion of the Oxford Polytechnic Estate Manager on whether or not either option would fit in with the long term accommodation requirements for the site should integration proceed and on the outline costs given by the builder.

611

Date of Next
Meeting.

As the report, by the Finance Director of Oxford Polytechnic, on the Polytechnic's revised financial conditions for integration of Dorset House School had not yet been received, the Trustees agreed that they would meet to discuss this report, at 9.30 on Monday 20th January 1992 and that the meeting with the Directors of the Polytechnic would be put back to 10.30 on that day. The Trustees also agreed that, if the new proposals concerning the transfer of Trust assets were approved then the Governors of the School would control the rent charges and the level of support that the company provided to the future Polytechnic Department of Occupational Therapy. The Secretary was therefore instructed to contact those Governors who are not also Trustees to explain the new situation, to invite them to attend the 20th January meeting or, if they were not able to attend, to seek their approval for those Governors who did attend to act on behalf of the Board.

There being no further business, Lady Williams declared the meeting closed at 2.45 p.m.

Griffith Williams

19th March 1992

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 19th March 1992

Present:	Lady Williams	(Chairman)
	Mr. J.D. Feltham	
	Mr. B.E. Hulse	
	Dr. B.M. Mandelbrote	
In Attendance:	Mr. B.A. Davies	(Secretary)

An apology for absence had been received from Mrs. Burrows.

Prior to their meeting the Casson Trustees carried out a tour of inspection of the School and Hostel premises.

612
Minutes of
Last Meeting

The minutes of the meeting held on 13th January 1992 were accepted as a true record of the proceedings of that meeting.

613
Matters
Arising

There were no matters arising from those minutes.

614
Oxford
Polytechnic

Since their last meeting the Trustees and Governors had held a meeting with Directors of Oxford Polytechnic at which general terms for the amalgamation of Dorset House School with Oxford Polytechnic had been agreed. Mr. Hulse and Mr. Davies had subsequently attended a further meeting with the Finance Director of Oxford Polytechnic at which the financial details of the amalgamation and subsequent leasing of the property to the Polytechnic had been agreed. The Trustees expressed their satisfaction with the terms which would, later in the day, be put to the Board of Governors for formal acceptance.

The Secretary tabled copies of a letter from the Charity Commissioners which confirmed that they would have no objections to the proposed transfer of assets from the Casson Trust to Dorset House and the subsequent amendments to the Company's objects and amalgamation with Oxford Polytechnic.

Mr. Hulse suggested that now might be an opportune time to consider long term investment of up to half of the approximate £400,000 that should remain after amalgamation. After discussion it was agreed that, on behalf of the Trustees, the Secretary should write formally to Kidsons Impey, the Trust's accountants, in accordance with the Trustee Investment Act 1961, to seek their advice on a proposal to place approximately £100,000 in fixed interest investments and a further £100,000 in an equity fund such as the Charities Official Investment Fund or M & G Unit Trust "Charifund".

615

Property
Improvements

The Secretary reported that a survey of School and Hostel buildings, arranged by the Estates Manager of Oxford Polytechnic, was almost completed however a report had not yet been received. It was possible that some renovations might be required before the commencement of the Polytechnic lease.

The Trustees agreed that the proposed alterations to "The Cottage" should remain in abeyance until the Surveyor's report on these proposals and any other requirements had been received and considered.

During their earlier tour of the premises the Trustees had observed an amount of what could only be described as "junk" stored in some rooms, particularly in the attic area. They agreed to recommend to the Governors that any unnecessary material and / or furniture should be disposed of before the property was leased to Oxford Polytechnic.

616

S.I.P Fund

The Trustees considered amendments to the objects of the Student International Project (S.I.P.) Fund that had been proposed by the present student representatives. The proposals were aimed at achieving wider participation in the activities of the Project by arranging talks and presentations at Dorset House by outside speakers with experience of international aspects of occupational therapy. The Trustees welcomed the proposals and also reaffirmed their commitment to supporting international travel by Dorset House students.

The Trustees agreed to make a grant of £250 to the S.I.P. Fund to support student travel this year and hoped that in future the Company would continue to support the project, perhaps by making annual grants. To date bids had been for support in funding overseas elective fieldwork placements at the end of the Spring term. To facilitate consideration of such bids it was agreed that in future a deadline of the end of the previous Autumn term should be established.

617

History of
Dorset House

Sales of Miss Collins' "History of Dorset House School" had dried up and a stock of 625, valued at £662.50, remained. The Trustees agreed to "write-off" the value of the stock. It was also agreed that current students at Dorset House should be given a copy of the book and that the librarian should retain a stock for future distribution in the best interests of the School and the profession.

There being no further business, Lady Williams declared the meeting closed at 12.45 p.m.

Lady Williams
16th June 1992

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 16th June 1992.

Present:	Lady Williams Mr. J.D. Feltham Mr. B.E. Hulse Dr. B.M. Mandelbrote	(Chairman)
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In Attendance	Mrs. E.M. Burrows Mr. B.A. Davies Mrs. D. Richardson	(Principal) (Secretary) (Solicitor) (Item 624)
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618
Minutes of
Last Meeting

The minutes of the meeting held on 19th March 1992 were accepted as a true record of the proceedings of that meeting.

619
Matters
Arising

Item 616. S.I.P. Fund.
The Trustees congratulated the S.I.P. Committee on their success in arranging an interesting programme of guest speakers, covering a varied range of international topics, during the Summer Term.

620
Investments

The Trustees confirmed their approval of the purchase of a small portfolio of equity and fixed interest investments, totalling £200,000, that had been arranged by Mr. Hulse, resulting from minute 614 of the last meeting.

622
Financial
Statement

The Secretary's estimates indicated that, excluding any further expenditure prior to the transfer of assets to Dorset House, there would be net current assets of approximately £434,000 available for transfer. At the time of amalgamation with Oxford Polytechnic, the company should have net current "cash" assets of approximately £180,000 of which £100,000 would be transferred to the Polytechnic, on trust, as a guarantee against potential future staff redundancies. A balance of approximately £80,000 would be retained in addition to the amount transferred from the Casson Trust (£434,000), giving a total net "cash" sum of approximately £514,000 available.

It was the Trustees' and Governors' aim that approximately £400,000 would be available to the company after the amalgamation with Oxford Polytechnic had been completed. There would thus be approximately £114,000 available now to fund any additional expenditure that may be required prior to the amalgamation.

622

Bank Signatures The Trustees approved a revised mandate to the Bank whereby any two of the Trustees and/or Secretary could sign cheques or approve transfer of funds, excluding transactions in favour of any of the signatories.

623

Property Improvements A brief summary of a survey report commissioned by Oxford Polytechnic, prior to the agreement of a lease for the Dorset House site premises, had been circulated prior to the meeting.

The Secretary explained that the Surveyor had indicated that, if all of the work itemised in his report was carried out, the premises would be "as new". This had never been envisaged as being necessary before the commencement of the lease. The understanding had always been that the premises would be returned, at the end of the lease, in a similar condition to that pertaining at the start of the lease.

Following discussions with the Trust's regular building contractor and a senior representative of Oxford Polytechnic's Estates and Maintenance Department the Secretary put forward, for the Trustees consideration, a programme of works. The programme was a mixture of items that it was considered essential to carry out at an early date and others that would improve the habitability and efficient operation of the premises.

The Trustees authorised the Secretary to arrange for the proposed works to be carried out, subject to a cash limit of £110,000.

Following a suggestion from the Principal, the Trustees also agreed to the provision of a disabled toilet within the School building to be achieved by the conversion of the existing staff toilet on the ground floor of the administration building.

624

Transfer of Assets Mrs Richardson reported on the progress to-date of legal matters associated with the transfer of assets from the Trust to the Company and the Company's subsequent transfer of business to Oxford Polytechnic.

The Trustees resolved to execute, at the meeting of the School Governors to be held that afternoon, a deed of transfer dated 16 June 1992 whereby the land and premises known as 44, 58 and 60 London Road and 1 Latimer Road, Headington, Oxford would be transferred from the Casson Trust to Dorset House School of Occupational Therapy Limited.

It was further agreed that the remainder of the Trust's assets, namely investments and cash, would be transferred to the company in August 1992.

The Trustees endorsed Lady Williams' view that the act of transferring the Trust's assets to the company was the result of a momentous decision that had not been taken lightly. The Trustees had always done their best to look after the property for the benefit of Dorset House School and they had had to be sure that the transfer would be in the best interests of the School.

625

Gift to Dorset
House School

The Trustees approved the purchase of two good quality garden seats, as their gift to the School, for use in the garden area between the school and library buildings. Each seat would carry a suitably inscribed plaque to commemorate the long association of Trust and School.

There being no further business, Lady Williams declared the meeting closed at 12.40 p.m.

Gillian Williams.

20th August 1992

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House School on 20th August 1992

Present: Lady Williams (Chairman)
 Mr. J.D. Feltham
 Mr. B.E. Hulse
 Dr. B.M. Mandelbrote

In Attendance: Mr. B.A. Davies (Secretary)

626
Minutes of
Last Meeting

The minutes of the meeting held on 16th June 1992 were accepted as a true record of the proceedings of that meeting. There were no matters arising.

627
Financial
Statement

The Secretary tabled draft accounts for the period 1 September 1991 to 20 August 1992 which, subject to audit and an adjustment in respect of interest accrued to date, represented the final position of the Casson Trust finances prior to the transfer of assets to Dorset House. These showed that the total value of the assets transferred / to be transferred was approximately £968,935, composed of property with a book value of £531,813 and current assets of approximately £437,122.

628
Property Repairs
and Improvements

The Secretary reported that the package of works approved by the Trustees and Governors at their meetings in June was on schedule and within the budget of £110,000. The two garden seats which were the Trustee's gift to the School had been ordered but had not yet arrived.

629
Legal Matters

The Trustees resolved to transfer the remaining Casson Trust assets to Dorset House School and confirmed this by:-

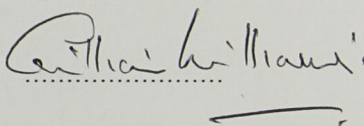
- (1) Signing the appropriate stock transfer certificates and forms of authorisation for the transfer of equity and fixed interest investments with a book value of £200,000.

(2) Approving and signing a letter to Barclays Bank authorising the transfer, to the School, of the capital and accrued interest from the two Casson Trust bank accounts.

(3) Approving an immediate grant to Dorset House School equal in amount to the balance owed by the School to the Trust (£96,447 subject to audit).

By transferring all of the remaining assets of the Trust to Dorset House School, the Trustees had now discharged their duties in accordance with the Deed of Trust, dated 4 November 1949, and the Secretary was instructed to ask the Solicitors to report this to the Charity Commissioners.

There being no further business, Lady Williams declared the meeting closed at 12.40 p.m.

A handwritten signature in cursive script, appearing to read 'Arthur Williams'. The signature is written in dark ink on a light-colored background. Below the signature, there is a horizontal line and a small flourish.

12 November 1992

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at
Dorset House on Thursday 12th November 1992.

Present:	Lady Williams Mr. J.D. Feltham Mr. B.E. Hulse Dr. B.M. Mandelbrote	(Chairman)
In Attendance	Mr. B.A. Davies Mr. B.R. Sennett	(Secretary) (Auditor, item 632)

630

Minutes of
Last Meeting

The minutes of the meeting held on 20th August 1992 were accepted as a true record of the proceedings of that meeting.

631

Matters
Arising

a. 629. A copy of the minute of item 629, certified as being a true copy of the entry made in the minute book, was signed by the Trustees. This copy would be forwarded to the Charity Commissioners as evidence that the Trustees had now discharged their duties in accordance with the Deed of Trust dated 4 November 1949.

b. 628. Lady Williams reported that she was very pleased with the two garden seats that the Trustees had gifted to the School and which were now in use in the garden at the rear of the School.

632

Final Accounts

Mr. Hulse highlighted points from the final accounts of the Trust. Prior to the transfer of assets to Dorset House School, the Income & Expenditure account showed a net surplus of £150,930. Principal items of expenditure had been a contribution of £16,000 towards legal fees and the Marketing Manager's salary costs of £19,536.

This surplus income, together with the balance brought forward of £818,891 i.e. a total of £969,911, had been transferred to Dorset House School and the Trust was now left without assets. The total transferred was made up of freehold property at a cost of £531,813, investments at a cost of £200,000 and net cash assets of £238,098.

Lady Williams, on behalf of the Trustees, thanked Mr. Sennett for attending and the support and guidance that he had given to the Trustees during the many years that he had been associated with the preparation and audit of the Casson Trust's accounts.

633

Marketing
Manager

Lady Williams read out the contents of a letter she had received from Mrs. J. Foster-Turner, the Marketing Manager of the School, whose post had been funded by the Trust prior to the transfer of assets to Dorset House. Although her contract, the funding of which had been taken over by the company, did not expire until August 1993 Mrs. Foster-Turner had requested and been granted permission to resign at the end of November 1992 in order to take up a new position. In her reply to Mrs. Foster-Turner, Lady Williams had, on behalf of the Trustees, thanked her for the work that she had carried out and wished her good luck in her new appointment.

634

Valedictions

This being the final meeting of the Casson Trustees, Lady Williams thanked her fellow Trustees for the considerable support that they had given and the patience that they had shown in dealing with the business of the Trust. They in turn expressed their pleasure at having been associated with the Trust and thanked Lady Williams for her leadership and the many years conscientious service that she had given to the Casson Trust.

The Trustees thanked the Secretary for his support.

There being no further business, Lady Williams declared the meeting closed at 12.25 p.m.

Gillian Williams

4th December 1992

